

# Assembly Management: Manager, Assembly

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Supervises employees who put together component parts to make assemblies, subassemblies, packaging or completed units.

## **Management Role**

Accomplishes results through subordinate supervisors or exempt specialist employees.

## **Policy and Strategy**

Interprets and administers policies, processes and procedures that may affect sections and subordinate work areas.

## **Freedom to Act**

Assignments are defined in terms of activities and objectives. Work is reviewed upon completion for adequacy in meeting objectives.

## **Impact**

Decisions have an impact on work processes and outcomes. Erroneous decisions or recommendations or failure to complete assignments normally result in serious delays and considerable expenditure of additional time, human resources and funds.

## **Liaison**

Interacts frequently with internal personnel and outside representatives at various levels. Participates and presents at meetings with internal and external representatives. Interaction typically concerns resolution of operational and scheduling issues.

## **Operations Involvement/Direct Work Involvement**

Leads employees or sections engaged in the assembly, test, repair, troubleshoot and/or inspection of electronic components, subassemblies and assemblies. Responsible to make production decisions in absence of the manager. Leads or participates in process improvement teams. Also trains subordinates on techniques of problem solving teams. Reviews departmental performance on cycle time, scrap and productivity. Leads efforts to initiate positive corrective action and process improvements to meet company objectives.

## **Minimum Education and Experience**

Bachelor's degree in a technical, supervisory or business discipline. Minimum of 6 years production, assembly, troubleshooting or test supervisory experience.